

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date at a Board meeting held prior to July.

The previous Board President will call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting will include items required or implied by State law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary.

I. Oath of Office: Newly-Elected Board Members

The Superintendent will administer and countersign the oath of office to newly-elected Board members. The oath will conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board Officers

The Board shall elect a president, vice president and district clerk for the ensuing year. A majority of all members of the Board shall be necessary for a valid election. The Superintendent will administer and countersign the oath of office to the newly-elected Board officers.

The newly-elected President will then conduct the remainder of the meeting.

The balance of the organizational meeting will cover the following appointments, designations, authorizations, and other items as follows:

A. APPOINTMENTS OF:

1. District Treasurer
2. Deputy Treasurer
3. Tax Collector
4. Central Treasurers
5. School Physicians
6. School Attorneys
7. Census Enumerator
8. Attendance Officer
9. Audit Committee
10. Independent External Auditor
11. Internal Auditor
12. Internal Claims Auditor
13. Extraclassroom Activities Auditor
14. Records Access Officer
15. Records Retention and Disposition Officer
16. District Compliance Officer
(Sexual Harassment and Nondiscrimination)
17. Policy Manual Maintenance Officer
18. Asbestos Designee
19. Emergency Coordinator and Disaster Designee
20. Health and Safety Officer
21. Integrated Pest Management Coordinator
22. Liaison for Homeless Children and Youths
23. Board Clerk
24. Chief Information Officer
25. Medicaid Compliance Officer
26. Dignity Act Coordinators

B. DESIGNATIONS:

1. Official Bank Depositories
2. Regular Monthly Meetings
3. Official Newspaper

C. AUTHORIZATIONS:

1. Chief School Officer to Certify Payrolls
2. Central Business Office designee as School Purchasing Agent
3. Authorization to Establish Petty Cash Funds
4. Authorized Signature or Facsimile on Checks
5. Designation of Authorized Signature on School Lunch Purchase Orders
6. Transfer of Funds
7. Designation of Authorized Signature on Federal Project Purchase Orders
8. Designation of Authorized Signature on Capital Project Purchase Orders
9. Credit Card Limits
10. Staff Attendance at Conferences

D. OFFICIAL UNDERTAKINGS (BONDING)

E. OTHER ITEMS:

1. Readoption of All Board Policies
2. Establish Mileage Reimbursement Rate
3. Group Bids
4. Tuition Rates for Nonresident Students Who Are Children of District Employees
5. Facility Use Fees

When the business of the Board Organizational Meeting is completed, the meeting shall continue with the regular business of the Board of Education without adjournment. Members of the Board of Education shall be notified in advance of the date of the Organizational Meeting and the Regular Meeting of the Board of Education to follow thereafter.